

# City of Emmett Council Meeting

September 12, 2023

## Regular Meeting

The Emmett City Council held a meeting at 501 E. Main Street, Emmett, Idaho.  
Mayor Petrie called the meeting to order at 7:00 p.m.  
Mayor Petrie led the Pledge of Allegiance  
Al Cinnamon offered the Community Invocation

**Council Present:** Council President Steve Nebeker, Councilor Tona Henderson, Councilor Gary Resinkin, Councilor Tom Butler, Councilor Denise Sorenson, Councilor Jody Harris

**Council Present by Phone** – None

**Council Absent:** None

**City Attorney:** Jake Sweeten

**Staff Present:** Lyleen Jerome, Brian Sullivan, Curt Christensen, Clint Seamons, Mike Knittel, Steve Kunka, Alyce Kelley,

**Public Present:** Carla Porath – Emmett, Norma Johnson – Emmett, Gary Johnson – Emmett, Debra Shelton – Emmett, Penelope Eggen – Emmett, Trevor Howard – Caldwell, Jethro Batchelor - Emmett

**Public Present via telephone:** None

**Amendments to the Agenda:** 8B was removed from the agenda.

**Declaration of Conflict of Interest:** None

**Declaration of Council Members' Discussion Outside an Open Meeting:** None

### ELECTED OFFICIALS:

Mayor

City Council

**Announcements and Good of the Order** – Mayor Petrie added a Celebration of the drafting of the Constitution via a Proclamation given to the Daughters of the American Revolution. On September 17<sup>th</sup> at Bowman Memorial Park at 2pm.

### PUBLIC HEARING:

Mayor Petrie opened the public hearing at 7:07 p.m.

Lyleen Jerome, City Clerk explained that during the construction of the new splash pad additional funds were needed to complete the project. It was approved by council on July 11, 2023 to use \$220,000 of our reserve funds to cover the cost. Clerk Jerome also explained that this is the only annual adjustment necessary as all departments have stayed within their original budgeted appropriations throughout the year.

Al Cinnamon – 610 S. Hawthorne, asked if the monies that were previously donated to the GCRD was given to the city. Response – no funds were given to the City by the Gem County Recreation District.

Mayor Petrie called three times for public comments. No public comments. Mayor Petrie closed the public hearing at 7:10 p.m. and called for a decision.

Decision of Public Hearing: Councilor Henderson **MOVED TO APPROVE THE AMENDMENT TO FISCAL YEAR 2022-2023 BUDGET APPROPRIATION IN THE AMOUNT OF \$220,000.** Seconded by Councilor Butler. Motion carried by voice vote.

### CONSENT AGENDA:

Approval of Minutes – August 22, 2023

Approval of Accounts Payables

Approval of Permits – None

Councilor Resinkin **MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED;** Seconded by Councilor Henderson. Motion carried by voice vote.

**DISCUSSION:** Trevor Howard, Project Manager – Salaber Associates discussed a CDBG Grant for East Locust Street Project to put ADA compliant sidewalks in as this was not as action item, no decision was made.

### BUSINESS:

**Approve Road Closures for Black Canyon Brewing Alley Harvest Party** – Police Chief, Steve Kunka and Amanda Dietz owner of Black Canyon Brewery, requested approval for a road closure on September 16<sup>th</sup> from 4pm to 10pm at the location of the alley way at Washington Ave and Main Street. Council President Nebeker **MOVED TO APPROVE ROAD CLOSURES FOR BLACK CANYON BREWERY ALLEY HARVEST PARTY AND FOLLOW ALL RECOMMENDATIONS OF STAFF.** Seconded by Councilor Butler. Motion carried by voice vote.

Mike Knittel, Systems Administrator requests approval of Phone System Upgrade Agreement and Payment to Datatel Cloud. Councilor Butler **MOVED TO APPROVE PHONE SYSTEM UPGRADE WITH DATATEL TO INCLUDE ONE-TIME COST QUOTE #14511 IN THE AMOUNT OF \$16,339 AND MONTHLY RECURRING COST PROPOSAL #38276 IN THE AMOUNT OF \$523.65 WITH MAYOR TO SIGN.** Seconded by Councilor Henderson. Roll call vote: Council President Nebeker – AYE, Councilor Butler – AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE – 6-AYES, 0-NAYS. Motion carried.



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Clint Seamons, Public Works Director requests approval of Hangar Lease Agreement with Juliett Lima Aviation LLC. Councilor Henderson **MOVED TO APPROVE THE HANGAR LEASE AGREEMENT BETWEEN JULIETT LIMA AVIATION, LLC AND THE CITY OF EMMETT AND DIRECT THE MAYOR TO SIGN.** Seconded by Councilor Butler. Roll call vote: Council President Nebeker – AYE, Councilor Butler – AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE – 6-AYES, 0-NAYS. **Motion carried.**

Clint Seamons, Public Works Director requests approval of termination of Hangar Lease Agreement with Jeffery Alden Anderson. Councilor Henderson **MOVED TO APPROVE TERMINATION OF HANGAR LEASE AGREEMENT WITH JEFFREY ALDEN ANDERSON AND THE CITY OF EMMETT WITH MAYOR TO SIGN.** Seconded by Councilor Sorenson. Roll call vote: Council President Nebeker – AYE, Councilor Butler – AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE – 6-AYES, 0-NAYS. **Motion carried.**

Lyleen Jerome, City Clerk requests approval of ICRMP Insurance Policy for 2023-2024 Policy Year. Council President Nebeker **MOVED TO APPROVE ICRMP INSURANCE POLICY FOR 2023-2024 POLICY YEAR WITH THE MAYOR TO SIGN.** Seconded by Councilor Resinkin. Roll call vote: Council President Nebeker – AYE, Councilor Butler – AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE – 6-AYES, 0-NAYS. **Motion carried.**

Lyleen Jerome, City Clerk requests approval of Ordinance #O2023-18. AN ORDINANCE OF THE CITY OF EMMETT, IDAHO, AMENDING THE ANNUAL APPROPRIATION ORDINANCE #O2022-14 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, TO REFLECT THE RECEIPT OF UNSCHEDULED REVENUES, INCREASING AND ESTABLISHING THE APPROPRIATIONS FOR EXPENDITURES IN VARIOUS DEPARTMENTS AND FUNDS, PROVIDING THAT THE TAX LEVY UPON TAXABLE PROPERTY WITHIN THE CITY IS NOT AFFECTED HEREBY, PROVIDING THAT ALL ORDINANCES IN CONFLICT HEREWITH ARE REPEALED TO THE EXTENT OF SUCH CONFLICT, AND PROVIDING THAT THE ORDINANCE SHALL BE EFFECTIVE UPON IT'S PUBLICATION DATE.

Council President Nebeker **MOVED TO APPROVE ORDINANCE #O2023-18 TO DISPENSE WITH THE RULE REQUIRING ORDINANCES TO BE READ ON THREE SEPARATE DAYS AND ONCE IN FULL, AND THAT THE ORDINANCE BE READ ONCE BY TITLE.** Seconded by Councilor Henderson, Council President Nebeker – AYE, Councilor Butler – AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE – 6-AYES, 0-NAYS. **Motion carried.**

Lyleen Jerome read Ordinance #O2023-18 by title. Councilor Henderson **MOVED TO ACCEPT THE FIRST AND ONLY READING OF ORDINANCE #O2023-18, DIRECT THE MAYOR TO SIGN, AND DIRECT THAT IT BE PUBLISHED IN FULL.** Seconded by Councilor Butler. Roll call vote: Council President Nebeker – AYE, Councilor Butler – AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE. 6-AYES, 0-NOES. **Motion Carried.**

**DEPARTMENT REPORTS:**

Building Official/City Planner – Brian Sullivan – Reported  
City Clerk, Lyleen Jerome – Reported  
Fire Chief, Curt Christensen – Reported  
Library Director, Alyce Kelley – Reported  
Police Chief, Steve Kunka – Reported  
Public Works, Clint Seamons – Reported  
IT Systems Director, Mike Knittel – Reported

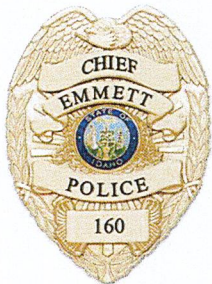
Councilor Harris **MOVED TO ADJOURN.** Seconded by Councilor Sorenson. **Motion carried by voice vote.**

Meeting adjourned at 8:00 p.m.

\_\_\_\_\_  
Mayor Gordon Petrie

\_\_\_\_\_  
Lyleen Jerome, City Clerk





# EMMETT POLICE DEPARTMENT

501 E. Main Street – Emmett, ID 83617  
Fax 365-6062 Phone 365-6055

**Steve Kunka, Chief of Police**

September 12, 2023

Emmett City Mayor  
Emmett City Council

This letter is written to show the Emmett Police Department's support of the attached road closure for the MOI (Men of Integrity) and Pizza Factory UTV Takeover on September 30, 2023. The road closure is for the 100 blk. Of W. 5th Street.

Dalton Fairbanks and I have already spoken about the traffic plan prepared by ITC that I have approved (see attached). Dalton has submitted a letter (see attached) that explains the event.

I believe that if any concerns or issues come up they will be resolved between Dalton Moi, myself or the other appropriate department head(s).

  
Steve Kunka.

Chief of Police

# **MOI & Pizza Factory**

**Presents 1<sup>st</sup> annual**

# **UTV TAKEOVER**

**September 30, 2023**

This event is not limited to just UTV but all OHV that can make the event. As well as dual sport motorcycles. This a nonprofit event all proceeds go the youth camp/ children's ministry. There is a registration fee of \$10.00 due on the day of event for all participating in poker run. This event will feature:

- Rise and shine show and shine Takes place at the Pizza factory.
- Poker run, Best hand wins (highest number value). 37 mile round trip
- 50/50 raffle as well as prize raffles.
- Live music, beverage on tap, after even finish

Vendors Details:

- All vendors fees are Donate whatever they see fit to the kids and produce 1 item for prize give away or raffle. This is due to the cost to get to event and late notice just give what you can. All donations/prizes will be collected the morning of event.
- Rsvp due by 9/11/23 for logo submission and advertising.
- All vendors will receive updated flyers to post electronically and paper copy for advertisement in place of business.
- Please list booth or tent size with rsvp. For lager items and displays make note what you are bringing
- For vendors placed on Poker run route pack out what you pack in. Also these vendors will be a part of run so in charge of handing out run cards.
- Vendor setup will start at 7 am the morning of, if you need more time please let us know we can accommodate.
- Rsvp info for turn in must consist; Name of Business, email, Phone contact, and size of booth or display.

For all RSVP turn in, and or questions email: Dalton @ [Daltonmoievents@gmail.com](mailto:Daltonmoievents@gmail.com)









**EMMETT PUBLIC WORKS DEPARTMENT**  
601 East 3<sup>rd</sup> Street - Emmett, Idaho 83617  
**Clint Seamons, Public Works Director**

Thursday, September 21, 2023

Mayor, City Council:

**I am requesting a MOTION to approve GW Building LLC construction contract agreement in the amount of \$27,200.00 for Public Works Fiber Shop at E Locust Booster Station Project with Mayor to sign.**

Attached is the agreement for your review.

Thank you,

Clint Seamons, Public Works Director





**CONSTRUCTION CONTRACT AGREEMENT**

**PROJECT NAME: PUBLIC WORKS FIBER SHOP @ E. LOCUST BOOSTER STATION**

This AGREEMENT (the "Contract") is entered into on the 26 day of September, 2023, between GW Building, LLC, an Idaho Limited Liability Company, of PO Box 445, Emmett, ID 83617, herein after referred to as "Contractor", and City of Emmett Public Works Department, 601 E. 3<sup>rd</sup> Street, Emmett, ID 83617, herein after referred to "Owner" and collectively, hereinafter referred to as the "Parties".

The parties recite and declare:

1. Contractor desires to provide construction services and owner desires to buy such services for the price and on the terms and conditions hereinafter set forth.

For the reasons set forth above, and in consideration of the mutual consideration, covenants and promises of the parties hereto, Contractor and Owner covenant and agree as follows:

1. **CONTRACT WORK.** The term "Work" means the construction and services required by the contract documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided by Contractor to fulfill Contractor's obligations. The Work may constitute the whole or part of the project.

2. **Contractor agrees to perform construction of a**

- 24' x 36' steel pole building interior build out
  - Construction of an interior room 12'x 24' by 10" tall
  - Upper decking to support storage weight.
  - Stairs to upper storage decking
  - Railing across upper storage decking
  - Epoxy Floor of the entire 24' x 36' interior
  - Foam seal and insulation on entire 24' x 36' structure to include R-21 unfaced batts on exterior walls, R-38 unfaced batts on ceiling, TPO membrane wrap on all exterior walls and ceiling and batt insulation on interior room build out.

***EXCLUSIONS: Permit cost, change orders.***

Completion Date: The project will start within three weeks upon signage of contract and dependent



**CONTRACT NO. 2023-09-001**

upon permit issuance with an expected completion date of 60 business days following start. This is subject to adjustments of this Contract completion date as may be mutually agreed upon by the parties, subject to, however, delays caused by labor or material delays and/or other causes reasonably beyond Contractor's control, hereinafter Contract Time.

2. **CONSIDERATION.** Subject agrees additional charges pursuant to any Change Orders (described below), Owner agrees to pay contractor the sum of Twenty Seven Thousand Two Hundred Dollars (\$27,200.00) as a firm fixed price for all materials and labor to complete the Work (The "Contract Price") subject to the terms and conditions herein contained.

3. **TIME AND MANNER OF THE PAYMENT.** Payment of the Contract Price shall be made as follows: Payment of a non-refundable deposit of Thirteen Thousand Six Hundred Dollars (\$13,600.00) paid upon signage of contract, a second/final payment of Thirteen Thousand Six Hundred Dollars (\$13,600.00) upon completion and final inspection. Payment is due NET 15, NLT the 25<sup>th</sup> of each month. A five percent 5% late fee shall be charged for any payments not issued/funded by the 30<sup>th</sup> of each month.

4. **PLACE OF PAYMENT.** All payments to be made by the Owner under this agreement shall be made to **GW Building at PO Box 445, Emmett, ID 83617.**

5. **REPRESENTATIONS OF CONTRACTOR.** Contractor represents and warrants:

(a) Contractor is duly qualified and licensed general contractor under the laws of the State of Idaho.

(b) Contractor shall supervise and direct the work, using Contractor's best skills and attention. Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures for coordinating all portions of the Work under the Contract.

(c) Contractor will comply with, and is not in violation of, all applicable federal, state and local statutes, laws, and regulations affecting owner's property.

(d) Contractor warrants to owner that materials and equipment furnished under the contract will be of good quality and new unless otherwise required or permitted that the Work will be free from defects not inherent in the quality required or permitted, and the Work will conform with requirements of the Contract and applicable laws, ordinances, rules, and regulations. Contractor shall comply with and give notices required by laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on performance of the Work.

(e) Contractor shall keep the premises and surrounding area reasonably free from accumulation of waste material or rubbish caused by Contractor's operations under the Contract. At completion of the Work, Contractor shall remove from and about the Project waste materials, rubbish, Contractor's tools, construction equipment, machinery, and any surplus materials.

(f) The Contractor is not currently owned or operated by the government of China and will not for the duration of the Contract be owned or operated by the government of China.

6. **REPRESENTATIONS OF OWNER.** Owner shall furnish all permits and fees and Owner shall secure and pay for any necessary approvals and charges required for the construction, use or occupancy of the facilities.

Owner shall pay sales, consumer, use and other similar taxes which are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect, and shall secure and pay for the building permit and other permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work.

7. **CHANGE ORDERS.** Contractor has the right to present Owner with a Change Order in the event that any instruction, act or omission of Owner or Owner's representative increases the cost to Contractor, requires Contractor to provide additional labor, tools, materials, and/or equipment, or changes the Scope of the Work described in this Contract. All extra work, changes to the Scope of Work requested by Owner shall be in writing using Exhibit C, "Change Order", priced by Contractor, dated and signed by Owner and Contractor, including the change in Scope of Work and the amount to be added or subtracted to/from the Contract Price.

8. **SUBCONTRACTS.** Contractor may subcontract all or any part of the Work to be performed hereunder.

9. **WAIVERS AND RELEASE OF LIABILITY.** Contractor shall require all subcontractors, materialmen, and any other person providing materials and/or labor under this contract to execute a Waiver and Release of Liability upon payment for any such materials and labor. Upon final payment, Contractor shall furnish Owner a Waiver and Release of Liability and copies of all subcontractor and/or supplier Waivers executed under this paragraph.

10. **INSURANCE.** Contractor shall carry general liability insurance and workers' compensation insurance as required by law for the protection of Contractor and Owner during the performance of Work.

(a) Owner shall be responsible for purchasing and maintaining Owner's usual liability insurance. The Owner may purchase and maintain other insurance for protection against claims which may arise from operations under the Contract. Contractor shall not be responsible for purchasing and maintaining this optional Owner's Liability Insurance unless specifically required by the Contract Documents.

(b) Owner shall purchase and maintain property insurance upon the entire Work at the site to the full insurable value thereof. This insurance shall be an all-risk policy form and shall include interest of Owner, Contractor, subcontractors and sub-subcontractors in the Work and shall insure against the perils of fire and physical loss or damage including theft, vandalism, and malicious mischief.

11. **INDEMNIFICATION.** The Contractor shall indemnify and hold harmless the Owner and their respective officers, agents and employees, and insurers from and against all liability, claims and demands, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way connected with this Contract, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of the Contractor or any Subcontractor of the Contractor, or any officer, employee, representative, or agent of the Contractor or any Subcontractor of the Contractor, or which arise out of any worker's compensation claim of any employee of the Contractor or any Subcontractor of the Contractor.

12. **TERMINATION BY THE CONTRACTOR.** If the Owner fails to issue a payment for a period of fifteen days through no fault of the Contractor, or if the Owner fails to make payment thereon for a period



of 15 days from issuance of a payment, the Contractor may, upon fourteen days' written notice to the Owner, terminate the Contract, provided however, that Owner shall first have an opportunity to remit such payment within the fourteen day period following written notice.

**13. TERMINATION BY THE OWNER.** If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents or fails to perform any provision of the Contract, the Owner may, after fourteen days' written notice to the Contractor and without prejudice to any other remedy Owner may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor or, at Owner's option, may terminate Contractor's work under the Contract and take possession of the site and of all materials thereon and may finish the Work by whatever method Owner may deem expedient, and if the unpaid balance of the Contract Sum exceeds the expense of finishing the Work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor shall pay the difference to the Owner. These rights and remedies are in addition to any right to damages or other rights and remedies allowed by law.

**14. TIME IS OF THE ESSENCE.** The parties agree that time is of the essence in performing obligations under this contract. Contractor confirms that the Contract Time subject to adjustment as provided herein is a reasonable time for performing the Work.

If Contractor is delayed at any time in progress of the Work by changes ordered in the Work, by labor disputes, fire, unusual delay in deliveries, abnormal adverse weather conditions not reasonably anticipated, causes which Architect or Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as Owner and Contractor may determine.

**15. FORCE MAJEURE.** In the event either party to this Agreement is unable to carry out its obligations, wholly or in part, due to circumstances beyond its control, including, without limitation, acts of God, fire, flood, strikes, lockouts, war or civil commotion, then upon giving prompt notice of force majeure to the other party, the party so affected shall be released, without any liability, from the performance of its obligations under this Agreement to the extent, but only to the extent, and for the period that its performance of obligations is prevented by the circumstances of force majeure. The parties agree that a shortage of funds or financial resources by either party shall not constitute an event of force majeure.

**16. GOVERNING LAW.** The laws of State of Idaho shall govern the validity, construction, scope and performance of this Agreement. Gem County shall be the proper venue.

**17. WAIVER.** No failure to enforce any provision of the contract on account of any breach thereof shall be considered as a waiver of any right to enforce the provisions of this contract concerning any subsequent or continuing breach.

**18. SEVERABILITY.** In the event that any court of competent jurisdiction holds any term or provision of this Contract invalid or unenforceable, the remainder of this Contract shall not be affected thereby and each and every term and provision of this Contract shall be valid and enforceable to the fullest extent permitted by law. Nothing in this Contract shall be construed as requiring any Party to take any action, which is prohibited under any governmental laws or regulations, or as prohibiting any Party from complying with such laws or regulations.

**19. ASSIGNMENT.** Neither this Contract nor any interest herein may be assigned, in whole or in part

by either party without the prior written consent of the other party.

20. **ENTIRE AGREEMENT.** This instrument along with the attached Statement of Work and Estimate referenced herein and executed by Contractor and Owner contains the entire Contract between the parties, and no statement, promises, or inducements made by either party or agent of either party that is not contained in this written contract shall be valid or binding; and this contract may not be enlarged, modified, or altered except in writing signed by the parties and endorsed hereon.

21. **BINDING EFFECT.** This Contract agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, assignees, and successors of the respective parties.

22. **ATTORNEY FEES:** In the event an action is brought to enforce any of the terms or provisions of this Contract, or to enforce forfeiture thereof for default by either of the parties, the successful party in such action shall be entitled to recover from the losing party reasonable attorney's fees, together with such other costs as may be authorized by the court.

In WITNESS WHEREOF, the parties have executed this agreement on the day above first written.

For: GW Building, LLC:

For: City of Emmett Public Works Dept.

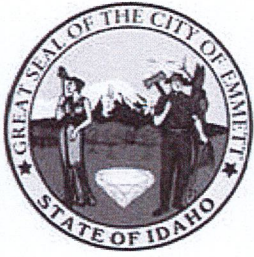
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\_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_





# CITY OF EMMETT

Zoning Department  
601 E. 3rd Street  
Emmett, Idaho 83617  
208-365-9569

September 20, 2023

Mayor and Emmett City Council,

Kent Brown, on behalf of Heartland Townhomes Property Management LLC, is requesting a one-year time extension for Skyhawk East Subdivision. The developer requested a one-year time extension in October, 2022. The preliminary plat for Skyhawk East is due to expire on October 25, 2023. ECC 10-2-3L allows an extension of time to file a final plat and shall state the reasons for failure to file the final plat application. Extension of time shall not exceed 1 year. More than one extension may be granted upon showing of good cause.

Staff is in support of this time extension due to the delay with the utility company.

Possible Motion:

I would like to make a motion to grant a one-year time extension to October 25, 2024, for Heartland Townhomes Property Management to file a final plat for Skyhawk East Subdivision due to delays from the utility company.

Sincerely,

A handwritten signature in blue ink that reads "Brian Sullivan".

**Brian Sullivan**  
Zoning Administrator

# KENT BROWN PLANNING SERVICES

September 6, 2023

City of Emmett  
601 E. 3<sup>rd</sup> St.  
Emmett, ID 83617

**RE: Time Extension for Skyhawk East Subdivision.(PP21-003)**

Dear Brian Sullivan,

On behalf of Heartland Townhomes Property Management LLC., please accept this request for a one year time extension for the Skyhawk East Subdivision. Skyhawk East Subdivision was originally approved on October 26, 2021. Developer requested a one year time extension in October of 2022. The plat currently expires on October 25, 2023.

The developer must complete Skyhawk Subdivision before starting the Skyhawk East Subdivision. Both subdivisions are located adjacent to each other and many of the improvements from Skyhawk Subdivision will also benefit the future development of Skyhawk East.

In the last nine months the Developer has been unable to get the utility lines extended along 4<sup>th</sup> Street. The public utility companies have extremely long backlog of projects to work on which has made it impossible to extend utility lines along the 4<sup>th</sup> Street. This unexpected delay have caused us to still to be not ready to have the plat signed by the city.

Therefore, please accept this request for a one time extension of Skyhawk East (PP-21-003).

Sincerely,



Kent Brown  
Planner



**City's Strategic Pillars**  
**9/26/2023**

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

**Building/Zoning Department Goal**

- Educate staff to obtain intimate knowledge of building and zoning codes. 2%
- Update outdated city ordinances, implement new ordinance-----70% zoning and building only.
- Obtain accessibility inspector certification----40%
- Comprehensive Plan overhaul and revision----- 99.9%
- Digitalize and organize all building and zoning files and plans----16%

Permits = August 2023: New house = 8, Foundation Only =, Commercial =1, Duplex =, Tri-plex =, Apartment =, Hangars =, Manufactured Home =,

1. Reviewing plans and zoning applications
  2. Started preliminary work on updating our zoning map
  3. Daily operations, plan reviews, contractor talks, developer talks, etc.
  4. Updates to Title 7, water and sewer, city code
  5. Work on Building Department fee increase for permits
  6. Work on updates to ordinances
  7. Draft PUD updates to zoning commission for workshops
  8. Draft boundary changes for Historic Downtown District
  9. Received plans for Stinker Station rebuild
  10. Address Skyhawk Subdivision
  11. Review updates to Skyhawk Sub. construction
  12. Review landscape plan for Skyhawk
  13. Review plans for RISE building, second phase
  14. Draft staff report for upcoming hearings
15. Zoning Applications:
- Final Plat for Skyhawk
  - Vacate Sewer easement, Skyhawk Sub. Public hearing with zoning commission Oct 2, 2023
  - 136 E. Main, SUP, single-family in C district, second floor, Oct 2, 2023 zoning commission
  - Preliminary plat, Nielsen Lane Subdivision
- Training (see attached)***

***This report does NOT contain any data required by ordinance or statute...that is covered in a separate report***

## City's Strategic Pillars

09/26/23

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

### ***Clerk's Goals this Budget Year***

- Increase ACH (Direct Pay) 10% from prior year
- Digitalize Resolutions and Legal Documents
- Review/Modify current Procedures and Processes to become more efficient with daily work
- ADA Compliance Updates to City Hall

### **Accomplishments since last report**

- **July Transactions**
  - Billings sent – **3910**
  - E-mail Bills - **751**
  - ACH (Direct Pay) customers – **688 - \$100,728**
  - Over the counter Water/Sewer payments (checks/cash) – **2403**
  - Phone Payments - 31
  - On-Line Credit Card Payments – **681**
  - Over the counter credit card payments – **107**
  - Disconnection late letters mailed - **385**
  - Water disconnections due to non-payment - **32**
  - New Water/Sewer Accounts opened – **17**
  - Cemetery Lots Sold/Deeds Issued – **7**
  - Open/Close Cemetery Lots - **6**
  - Bartender/ Alcohol/Catering Permits -**5**
  - Dog License – **15**
  - Business Registration Certificate – **2**
  - Vendor Permits/Other License – **2**
  - Accounts Payable Claims processed – **154 - \$603,750**
  - Onboard new employees – **2**
  - Terminations -**0**
  - Payroll processed- **230 - \$214,651**
  - Record Requests - **2**
- Change payroll deductions on health insurance plans effective with 9/14 paychecks
- Public Hearing on budget adjustments, approve ordinance on budget adjustments
- Submit candidate declarations to Gem County for November election
- Start construction on council room floor repair

### **Plan for next 30 days**

- Deadline to withdraw candidate declarations 9/22/23
- Wellness Clinic 9/27/23 beginning at 10:00 a.m.
- Deputy Clerk attending ICCTFOA September 19-22
- Open 2023-24 Budget in accounting
- Set up accounting for revenue and expenses beginning October 1<sup>st</sup>
- Enter COLA and Merit increases in payroll beginning October 8th



# City of Emmett, Idaho

## Monthly Financial Report

August 2023

### OUR CASH...

#### Account Balances

#### GENERAL FUND

Cash	\$ 659,425
Investments	\$ 3.606M

#### STREET FUND

Cash	\$ 150,446
Investments	\$ 821,029

#### LIBRARY FUND

Cash	\$ 63,160
Investments	\$ 131,570
Designated Funds	\$ 64,067

#### CEMETERY FUND

Cash	\$ 10,927
Investments	\$ 141,170

#### PERPETUAL CARE FUND

CASH	\$ 10,020
INVESTMENTS	\$ 98,170

#### WATER FUND

Cash	\$ 140,763
Investments	\$ 4.918M
Bond Reserve	\$ 194,009

#### SEWER FUND

Cash	\$ 132,606
Investments	\$ 5.946M
Bond Reserve	\$ 319,338

#### SANITATION FUND

Cash	\$ 56,604
Investments	\$ 124,622

#### TECHNOLOGY FUND

Cash	\$ 9,495
Investments	\$ 145,000

#### GOV'T FUND PROJECTS

ARPA Fund - 1,517,287.78	
Expended	\$636,262.58
Funds to Disburse	\$881,025.20
Interest Earned	\$ 39,645.02

### BUDGET VS. ACTUAL YEAR TO DATE

#### GENERAL FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2022-23 Budget</b>	<b>\$3,307,616</b>	
Revenues to Date	\$ 3,492,036	106%
Expenditures to Date	\$ 2,992,179	90%

#### Road & STREET FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2022-23 Budget</b>	<b>\$ 740,540</b>	
Revenues to Date	\$ 831,735	112%
Expenditures to Date	\$ 660,484	89%

#### LIBRARY FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2022-23 Budget</b>	<b>\$ 280,587</b>	
Revenues to Date	\$ 280,139	100%
Expenditures to Date	\$ 229,870	82%

#### CEMETERY FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2022-23 Budget</b>	<b>\$ 134,266</b>	
Revenues to Date	\$ 125,631	94%
Expenditures to Date	\$ 116,343	87%

#### WATER FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2022-23 Budget</b>	<b>\$2,016,300</b>	
Revenues to Date	\$ 2,014,094	100%
Expenditures to Date	\$ 1,355,971	67%

#### SEWER FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2022-23 Budget</b>	<b>\$2,412,200</b>	
Revenues to Date	\$ 2,446,970	101%
Expenditures to Date	\$ 2,135,432	89%

#### SANITATION FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2022-23 Budget</b>	<b>\$ 716,571</b>	
Revenues to Date	\$ 685,311	96%
Expenditures to Date	\$ 677,599	95%

#### TECHNOLOGY UTILITY FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2022-23 Budget</b>	<b>\$ 21,000</b>	
Revenues to Date	\$ 18,031	86%
Expenditures to Date	\$ 15,306	73%

### SPECIFIC REVENUES COLLECTIONS AT A GLANCE...

#### PROPERTY TAX COLLECTIONS

<b>Budget</b>	<b>\$2,103,740</b>	
Revenues to Date	\$ 2,104,173	101%

#### STATE SHARED REVENUE COLLECTIONS

<b>Budget</b>	<b>\$ 932,854</b>	
Revenues to Date	\$ 863,485	93%

#### BUILDING PERMIT REVENUES COLLECTIONS

<b>Budget</b>	<b>\$ 125,000</b>	
Revenues to Date	\$ 99,556	80%



## ***City's Strategic Pillars***

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

### ***Emmett Fire Department Goals this Budget Year (with percentage of completion to date)***

- Work to provide a training area to include a burn building where class A materials can be burnt and provide a constant, realistic and rigorous training program (50% of completion)
- Provide all equipment necessary to allow for daily mission execution while meeting operational goals. **(70% of completion)**
- Implement a community based risk program that educates so that in each iteration high standards will be enforced, thus making our community safer. (50% of completion)
- Provide a positive work environment thus keeping well-trained and motivated firefighters for at least five year tours. (60% of completion)

### ***Expenditures requiring authorization from higher and purpose of expenditure***

#### ***No less than Top Ten Accomplishments since last***

- Built flier to promote Car seat, executed a car seat event
- Reviewed request for secondary locking mechanism for the Court House
- Inspection of Daycare
- Repair sprinkler system EFD
- Looked into vehicle removal auto accidents
- Assisted GCFD1 with two calls (Mutual Aid)
- Installed car seats for residents
- Responded to resident with concerns of a neighbor burning trash
- Met with Jeff Ulmar regarding LEPC and presentations and training
- School Safety Meeting
- Chaired LEPC (Presented Active shooter training) 4 month project
- Meet with planning committee for 9/11 ceremony, flyer made, ceremony conducted
- Installed Smoke detector and Carbon Monoxide detectors- multiple homes
- Contacted the American Red Cross for strobe smoke detectors and bed shakers: Installed
- Inspected Middle school
- Wrote policies- Hiring, promotion, discipline
- Answered questions regarding fire extinguisher placements in commercial building
- Assisted with questions on rezone for a trailer park access
- Assisted with Fire Drill Middle School, multiple schools
- Met with Lexipol regarding Policies
- Provided Hydrant testing results for a property in County
- Assisted GCRD with many answers for their new building
- Responded to new business looking for an inspection- Inspected
- Assisting local food truck with information on participating in the Harvest Festival
- Reviewed plans for the proposed County extension at the Community Bible Church
- Assisted with Dream Flight
- Developed Interview questions for Fire Marshal position, Middleton, Caldwell, ISFM office assisted with the interview board
- Exploring Refurbishing E3
- Started planning for the EFD open house
- Registered 2 for the Saint Alphonsus Trauma Conference 3 are going
- Met with Black Canyon regarding event planning
- Investigating a Youth Fire Setter program
- Received award from Elks- Honoring our Nations Flag





## City's Strategic Pillars 9/26/2023 @ LIBRARY

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

**Mission: The Emmett Public Library is the heart of the community. It provides real and virtual resources for the Gem Community, as well as ever expanding learning and recreational opportunities.**

### ***Library Goals this Budget Year (with percentage of completion to date)***

- “Balancing of Efficiencies” with patron services and library usage (Growth); by collaborating with other community entities that support the library’s mission of 2022-2023, partnerships that help the library as it stretches to serve and grow real and virtual resources for the community.
- Library will implement best practices to manage patron and collection data bases, expand delivery of learning opportunities through in-house & virtual resources.
- Library will develop Adult/Senior resources to enhance “A Place for Seniors to Age & Stay”
- Develop grant/gift programs as well as in-kind contributions, providing no less than \$50,000 a year towards budget. **To date: Donations=\$26087.06+ Grants=\$16,517.00, In-Kind Donations=\$1240.00**

***Expenditures requiring authorization from higher and purpose of expenditure-*** None at this time  
***Yearly Training list-*** None at this time

### **No less than Top Ten Accomplishments since last report**

- Grant of \$52,000 submitted to Idaho Commission for library front entrance updates, we have received this and will be working with Public Works for direction on bid requirements.
- Family First Fridays-early release of school as well as some schools in the area are off Fridays.
- Summer Reading Final Report completed to Idaho Commission
- 2-Summer Reading enhancements grants (final report completed)
- Back to regular library open hours September 1<sup>st</sup> (11-6 M-F & 11-3 Sat)
- Courier service to begin October 1<sup>st</sup> with LYNX Library system & Vega application for catalog
- September Make n Mingle Sept 15<sup>th</sup>
- Kid’s activities have started back with Lego Club 2<sup>nd</sup> Wednesday each month
- Teen, Skill Starters 3<sup>rd</sup> Wednesday each month

### **Next 30 Days**

Building Maintenance Closure: September 23<sup>rd</sup> (refinishing of concrete flooring)

October (prepare for Fall Fundraiser) Donations accepted

National Friends of the library week October 15-21<sup>st</sup>

Saturday, November 4<sup>th</sup> Pie Palooza

Idaho Family Reading Week November 6-12<sup>th</sup>

***This report does NOT contain any data required by ordinance or statute...that is covered in a separate report.***





## City of Emmett Police Department

### City's Strategic Pillars

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

#### ***Police Department Goals this Budget Year (with percentage of completion to date)***

- Retain 100% of Staff for no less than 5 years. (Current 5-14 2 are on their 5<sup>th</sup> year this year)
- Proactively make residences and businesses along 1/5 of the main arterials in the city at least 80% ordinance compliant each year, in addition to reacting to citizen complaints; new arterials will be targeted each year (2020 4<sup>th</sup> Street). (20%)
- Update our reserve program with the newest policies and procedures directed by Idaho P.O.S.T. and double the number of officers. (Working on eligibility list 6-12-23)
- Updating (99% complete) and implementing (36% completed) a complete standardized protocols and policies manual utilizing current industry practices. This is a partnership with Lexipol that has been recognized in risk management for law enforcement.

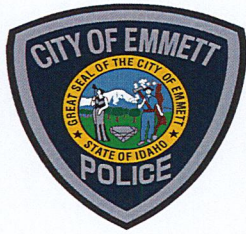
#### ***Expenditures requiring authorization from higher and purpose of expenditure***

##### ***Training Last 30 days***

- **Officer Harris and Officer Welsh Graduated from POST in August. Have turned in final FTO paper work and waiting for POST to approve certification.**
- **James Hangstefer is in phase 4 of FTO. Last Phase before he is out of FTO. Will be going to POST in January of 2024.**
- **Officer Neely has challenged POST and has completed the testing.**
- **Officer Miller Started POST Academy last week.**
- **Will be promoting TL Leatherman to Sgt. And promoting Sgt. Huff to LT. in September.**
- **Heard back from AXON in reference to installing new recording system in interview room. They will be organizing the kick off soon with us and the IT department. Made contact with them beginning of August. We are back on track.**
- **Working on Mass Gathering Ordinance. Ordinance has been passed and currently working on application and fees.**
- **City clerk's office and I are updating solicitor/vendor applications and licenses.**
- **Had a joint training with GCSO that was put on by Health and Welfare Region 3 Mental Health.**
- **All first responders are working with the school district to get access to all cameras and potentially having access to lock down app. Detective Roehr has given full electronic access to all officers and deputies. Detective Roehr is also working on contacting other agencies working on getting a policy for Lock Down App.**

##### ***Plan for next 30 days***

- Make officers aware of lockdown procedure.
- Researching changing how we receive traffic grant money from ITD.
- Will be putting on collection of fingerprint training for all patrol and deputies.
- Get speed limit changed on Lincoln and Boise.
- Working with public works and county roads on getting the speed limit to be 25 on 12<sup>th</sup> street to the east of Washington.
- Investigations Tech is looking into a grant that will provide us with software and hardware for cell phones forensics investigations.
- Have discussed with Mike Darling about him managing an Emmett Police Face Book Page and or Instagram. This has been delayed but shooting for first quarter of the year.
- Add part time Code Enforcement Position
- Researching increasing dog impound fees.



## EMMETT POLICE DEPARTMENT

### August Patrol Statistics

	TOTAL
Felony Arrests - Male	12
Felony Arrests - Female	3
Misd. Arrests - Male	20
Misd. Arrests - Female	7
Traffic Stops	138
Infraction Cite	17
Dispatched Calls	304
Officer Initiated	178
Reports	66
Dogs Taken to Pound	10
Ordinance Calls	35

#### Community Involvement

Attended PAL Open House which was held to thank the Sampsons for their service as the managers of PAL.

Officers met with school district and discussed their safety plan with all first responders.

Spoke at the midday mingle.

SRO/Detective met with school admin and staff prior to school starting where they discussed crises training and how to report.

First responders attended the Annual water fight at the city park.

<b>Nature</b>	<b>Reported</b>
Suspicious	22:22:53 08/31/23
Welfare Check	20:41:30 08/31/23
Stray Dog	19:49:05 08/31/23
Welfare Check	18:55:34 08/31/23
Traffic Stop	18:46:18 08/31/23
911 AHM	18:44:04 08/31/23
Welfare Check	16:36:32 08/31/23
Fraud	16:13:50 08/31/23
Public Assist	15:57:02 08/31/23
Agency Assist	15:41:11 08/31/23
Animal Cruelty	15:11:20 08/31/23
Traffic Stop	15:09:29 08/31/23
Drugs PCS	14:51:24 08/31/23
Theft	14:44:15 08/31/23
Traffic Stop	14:44:04 08/31/23
Traffic Stop	12:35:47 08/31/23
Juvenile Prob	12:35:22 08/31/23
Theft	10:40:49 08/31/23
Juvenile Prob	09:34:27 08/31/23
Harassment	09:30:54 08/31/23
Medical	04:47:35 08/31/23
Accident PI	23:02:36 08/30/23
Welfare Check	22:35:30 08/30/23
Traffic Stop	22:30:45 08/30/23
Open Door	21:23:45 08/30/23
Disorderly	17:42:30 08/30/23
Medical	17:14:27 08/30/23
Ord Viol EPD	14:40:40 08/30/23
Domestic	13:59:13 08/30/23
Traffic Stop	13:36:43 08/30/23
Juvenile Prob	11:57:13 08/30/23
Suspicious	10:49:50 08/30/23
Ord Viol EPD	10:17:07 08/30/23
Traffic Hazard	22:40:39 08/29/23
Suspicious Veh	20:47:27 08/29/23
Welfare Check	20:26:28 08/29/23
Ambulance TX	17:53:53 08/29/23
Traffic Stop	17:29:18 08/29/23



Theft	16:42:48 08/29/23
Property Lost	16:37:22 08/29/23
Trespassing	14:22:42 08/29/23
Sex Offense	13:24:34 08/29/23
Stray Dog	13:18:01 08/29/23
Threats	11:16:04 08/29/23
Agency Assist	09:24:06 08/29/23
Stray Dog	08:58:12 08/29/23
CPO NCO Viol	08:38:46 08/29/23
Traffic Stop	08:04:29 08/29/23
Traffic Stop	07:07:30 08/29/23
Traffic Stop	05:49:59 08/29/23
Traffic Stop	05:12:03 08/29/23
Wanted Person	01:14:18 08/29/23
Animal Cmplnt	22:40:22 08/28/23
Welfare Check	22:25:28 08/28/23
Traffic Stop	20:46:55 08/28/23
Threats	20:23:37 08/28/23
Drugs PCS	18:50:10 08/28/23
Child Abuse	18:37:09 08/28/23
Parking Problem	18:20:17 08/28/23
Threats	17:58:26 08/28/23
Fraud	16:05:44 08/28/23
Accident PD	15:11:35 08/28/23
Ord Viol EPD	14:05:52 08/28/23
Accident PD	13:49:18 08/28/23
Welfare Check	13:42:19 08/28/23
Traffic Stop	12:20:25 08/28/23
Medical	12:04:48 08/28/23
Stray Dog	10:44:28 08/28/23
Harassment	09:06:14 08/28/23
Traffic Stop	07:51:55 08/28/23
Suspicious	22:57:28 08/27/23
Suspicious	21:28:27 08/27/23
Traffic Stop	21:24:47 08/27/23
Information	18:20:39 08/27/23
Harassment	17:34:16 08/27/23
Runaway	17:02:10 08/27/23
Traffic Stop	15:56:05 08/27/23

Traffic Stop	15:44:40 08/27/23
Traffic Stop	15:29:03 08/27/23
Traffic Stop	15:14:48 08/27/23
Public Assist	11:23:24 08/27/23
Public Assist	06:33:16 08/27/23
911 AHM	03:08:53 08/27/23
Medical	02:32:04 08/27/23
Traffic Stop	01:22:31 08/27/23
Public Assist	00:21:55 08/27/23
Medical	23:32:53 08/26/23
Public Assist	22:36:59 08/26/23
Motorist Assist	22:17:32 08/26/23
911 AHM	21:51:04 08/26/23
Traffic Stop	21:40:32 08/26/23
Welfare Check	21:26:05 08/26/23
Traffic Stop	21:22:33 08/26/23
Traffic Stop	21:08:32 08/26/23
Suspicious	19:19:11 08/26/23
Traffic Stop	19:14:27 08/26/23
Alarm Medical	19:04:52 08/26/23
Traffic Stop	16:27:15 08/26/23
Traffic Stop	16:08:28 08/26/23
Traffic Stop	15:45:28 08/26/23
Traffic Stop	15:35:05 08/26/23
Traffic Stop	15:16:59 08/26/23
Accident PD	12:32:04 08/26/23
911 AHM	12:21:45 08/26/23
Suspicious Veh	11:58:43 08/26/23
Medical	11:47:56 08/26/23
Medical	07:28:59 08/26/23
Medical	03:35:02 08/26/23
Suspicious	00:13:37 08/26/23
Traffic Stop	23:39:05 08/25/23
Motorist Assist	21:50:18 08/25/23
Traffic Stop	21:32:41 08/25/23
Suspicious Veh	21:31:26 08/25/23
Welfare Check	20:34:38 08/25/23
Welfare Check	17:36:56 08/25/23
Disorderly	13:02:35 08/25/23

911 AHM	11:14:06 08/25/23
Suspicious	10:38:55 08/25/23
Medical	10:21:51 08/25/23
Unlawful Entry	10:05:44 08/25/23
Assault	09:17:20 08/25/23
911 AHM	08:33:49 08/25/23
Stray Dog	08:22:15 08/25/23
Parking Problem	07:55:21 08/25/23
Traffic Stop	06:15:05 08/25/23
Stray Dog	05:49:14 08/25/23
Traffic Stop	01:11:20 08/25/23
Traffic Stop	01:03:52 08/25/23
Suspicious Veh	23:47:07 08/24/23
Traffic Stop	23:18:38 08/24/23
Found Child	20:40:25 08/24/23
Fraud	20:25:45 08/24/23
Medical	20:00:08 08/24/23
Harassment	18:16:46 08/24/23
Animal Cmplnt	17:36:24 08/24/23
911 AHM	16:50:17 08/24/23
Property Damage	16:47:50 08/24/23
Ord Viol EPD	15:41:58 08/24/23
Fraud	13:38:42 08/24/23
Ord Viol EPD	12:42:55 08/24/23
Traffic Stop	10:12:20 08/24/23
Traffic Stop	09:47:37 08/24/23
Medical	09:22:02 08/24/23
Traffic Stop	08:08:41 08/24/23
Traffic Stop	07:36:40 08/24/23
Medical	04:16:20 08/24/23
Disturb Peace	01:05:18 08/24/23
Suspicious Veh	00:50:11 08/24/23
Alarm Bus	23:28:47 08/23/23
Disorderly	21:11:09 08/23/23
Welfare Check	20:56:52 08/23/23
Parking Problem	15:52:34 08/23/23
Public Assist	15:33:54 08/23/23
Accident PD	14:53:24 08/23/23
911 AHM	13:39:42 08/23/23



Traffic Offense	13:07:35 08/23/23
Public Assist	12:17:31 08/23/23
Animal Cmplnt	11:22:52 08/23/23
Ord Viol EPD	08:58:13 08/23/23
Ord Viol EPD	08:57:05 08/23/23
Medical	08:46:20 08/23/23
Parking Problem	07:38:59 08/23/23
Traffic Stop	04:59:36 08/23/23
Traffic Stop	23:03:22 08/22/23
Welfare Check	21:14:43 08/22/23
Suspicious Veh	20:01:25 08/22/23
Theft	18:34:45 08/22/23
Suicidal Subj	18:04:51 08/22/23
Traffic Compl	17:13:00 08/22/23
Suspicious	16:25:19 08/22/23
Alarm Bus	15:29:38 08/22/23
Theft	12:49:51 08/22/23
Ord Viol EPD	12:41:28 08/22/23
Welfare Check	11:43:09 08/22/23
Animal Cmplnt	11:27:58 08/22/23
Burglary Veh	10:27:12 08/22/23
Theft-Automobil	09:42:28 08/22/23
Civil Compl	09:41:42 08/22/23
Juvenile Prob	08:48:25 08/22/23
Property Damage	08:21:30 08/22/23
Public Assist	08:15:34 08/22/23
Property Damage	07:06:59 08/22/23
Domestic	06:14:04 08/22/23
Suspicious	23:19:14 08/21/23
Domestic	21:21:54 08/21/23
Found Property	20:23:12 08/21/23
Traffic Stop	18:12:06 08/21/23
Wanted Person	16:50:19 08/21/23
Child Abuse	15:55:31 08/21/23
Animal Cmplnt	15:21:48 08/21/23
Traffic Stop	15:00:17 08/21/23
Traffic Compl	14:43:19 08/21/23
Theft	13:09:32 08/21/23
Traffic Stop	13:03:30 08/21/23

Sex Offense	12:21:26 08/21/23
Traffic Stop	10:46:06 08/21/23
Welfare Check	10:11:46 08/21/23
Domestic	23:13:43 08/20/23
Traffic Stop	22:33:32 08/20/23
Traffic Stop	21:53:37 08/20/23
Public Assist	21:24:47 08/20/23
Sex Offense	21:22:20 08/20/23
Welfare Check	18:08:05 08/20/23
Traffic Stop	15:48:07 08/20/23
Traffic Compl	15:00:54 08/20/23
Stray Dog	14:57:56 08/20/23
Custodial Int	13:10:31 08/20/23
Alarm Fire	11:44:27 08/20/23
Medical	06:47:53 08/20/23
Curfew	02:17:49 08/20/23
Juvenile Prob	00:29:14 08/20/23
Alarm Bus	22:58:15 08/19/23
Traffic Stop	22:57:48 08/19/23
Traffic Stop	22:40:57 08/19/23
Traffic Stop	22:05:34 08/19/23
Animal Cruelty	21:26:02 08/19/23
Traffic Stop	19:42:40 08/19/23
Alarm Medical	19:28:49 08/19/23
Public Assist	17:54:33 08/19/23
Traffic Stop	17:03:00 08/19/23
Traffic Stop	16:48:05 08/19/23
Traffic Stop	16:04:15 08/19/23
Traffic Stop	15:49:42 08/19/23
Civil Compl	12:50:15 08/19/23
Traffic Stop	09:49:21 08/19/23
Alarm Bus	02:54:28 08/19/23
Disturb Peace	00:37:01 08/19/23
Traffic Stop	23:34:16 08/18/23
Disturb Peace	22:37:06 08/18/23
Wanted Person	19:09:02 08/18/23
Traffic Stop	19:03:21 08/18/23
Theft	18:09:57 08/18/23
Medical	17:55:08 08/18/23

Traffic Stop	15:46:00 08/18/23
Welfare Check	15:43:06 08/18/23
Traffic Stop	15:20:09 08/18/23
Traffic Stop	15:19:25 08/18/23
Traffic Stop	14:59:03 08/18/23
Medical	13:58:54 08/18/23
Animal Cmplnt	12:44:46 08/18/23
Animal Cmplnt	12:18:12 08/18/23
Suspicious Veh	10:23:39 08/18/23
Medical	06:29:53 08/18/23
Traffic Stop	06:03:23 08/18/23
Medical	05:33:36 08/18/23
Traffic Stop	00:06:03 08/18/23
Traffic Stop	23:37:24 08/17/23
Suspicious	23:08:47 08/17/23
911 AHM	20:24:02 08/17/23
Lost Property	20:09:59 08/17/23
Traffic Stop	19:25:09 08/17/23
Public Assist	17:21:34 08/17/23
Traffic Stop	16:36:09 08/17/23
911 AHM	15:42:06 08/17/23
Burglary Veh	15:21:54 08/17/23
Animal Cruelty	12:58:13 08/17/23
Ord Viol EPD	12:49:12 08/17/23
Found Property	12:08:37 08/17/23
Medical	11:39:18 08/17/23
Civil Compl	10:21:34 08/17/23
Burglary Bus	06:52:59 08/17/23
Traffic Stop	02:43:23 08/17/23
Traffic Stop	02:07:14 08/17/23
Mental Issue	23:44:29 08/16/23
Suspicious Veh	23:42:42 08/16/23
Traffic Stop	23:00:24 08/16/23
Traffic Stop	22:23:01 08/16/23
Traffic Stop	21:31:57 08/16/23
Traffic Stop	21:10:32 08/16/23
Traffic Stop	18:02:33 08/16/23
911 AHM	17:49:58 08/16/23
Traffic Stop	17:44:04 08/16/23



911 AHM	17:11:45 08/16/23
Traffic Compl	16:10:40 08/16/23
Suspicious	16:08:25 08/16/23
Stray Dog	15:29:19 08/16/23
Battery	13:12:35 08/16/23
Traffic Stop	13:02:28 08/16/23
Animal Cmplnt	11:19:12 08/16/23
Traffic Stop	07:58:21 08/16/23
Medical	02:03:55 08/16/23
Traffic Stop	00:40:33 08/16/23
Unwanted Subj	21:28:11 08/15/23
Disturb Peace	20:36:38 08/15/23
Parking Problem	17:33:49 08/15/23
Traffic Stop	16:45:29 08/15/23
Traffic Stop	16:14:31 08/15/23
ABANDONED VEH	15:09:46 08/15/23
Traffic Stop	15:00:53 08/15/23
Traffic Stop	13:24:11 08/15/23
Traffic Stop	12:12:56 08/15/23
Accident PD	12:11:28 08/15/23
Suspicious	11:06:32 08/15/23
Traffic Stop	01:33:57 08/15/23
DUI	22:11:04 08/14/23
Burglary Bus	21:55:02 08/14/23
Disturb Peace	21:33:51 08/14/23
Custodial Int	19:50:06 08/14/23
Civil Compl	18:34:50 08/14/23
Medical	15:48:15 08/14/23
Theft	15:30:59 08/14/23
Information	14:01:25 08/14/23
Stray Dog	13:59:51 08/14/23
Animal Cruelty	13:14:26 08/14/23
Unlawful Entry	12:18:15 08/14/23
Medical	06:23:37 08/14/23
Theft	20:56:39 08/13/23
Accident HR	16:54:38 08/13/23
911 AHM	16:20:11 08/13/23
Welfare Check	12:45:25 08/13/23
Warrant Arrest	11:01:21 08/13/23

Warrant Arrest	10:58:54 08/13/23
Alarm Medical	10:04:07 08/13/23
Disturb Peace	03:01:31 08/13/23
911 AHM	02:44:30 08/13/23
Mental Hold	00:38:08 08/13/23
Medical	00:10:17 08/13/23
Medical	23:13:02 08/12/23
Traffic Stop	23:07:22 08/12/23
Disorderly	22:16:33 08/12/23
Disorderly	22:05:16 08/12/23
Traffic Stop	18:26:28 08/12/23
Medical	17:17:54 08/12/23
Welfare Check	17:01:13 08/12/23
Accident PD	13:40:51 08/12/23
Funeral Escort	10:39:34 08/12/23
Disturb Peace	01:14:32 08/12/23
Suspicious	00:53:54 08/12/23
Warrant Arrest	00:49:45 08/12/23
Traffic Stop	00:33:55 08/12/23
Curfew	23:38:57 08/11/23
Traffic Stop	22:26:47 08/11/23
Drugs PCS	21:39:18 08/11/23
Runaway	19:19:52 08/11/23
Wanted Person	19:17:47 08/11/23
Civil Compl	16:57:56 08/11/23
Traffic Stop	15:53:35 08/11/23
Welfare Check	15:24:14 08/11/23
Animal Cmplnt	14:54:30 08/11/23
Welfare Check	14:17:45 08/11/23
Public Assist	12:44:02 08/11/23
Welfare Check	10:27:14 08/11/23
Suspicious	10:02:40 08/11/23
Traffic Stop	09:52:30 08/11/23
Stray Dog	06:50:51 08/11/23
Suspicious	05:43:43 08/11/23
Traffic Stop	01:27:34 08/11/23
Traffic Stop	00:22:52 08/11/23
Curfew	22:57:42 08/10/23
Traffic Stop	22:00:55 08/10/23

Warrant Arrest	21:51:22 08/10/23
Traffic Stop	21:47:07 08/10/23
Traffic Stop	20:54:44 08/10/23
Welfare Check	17:25:15 08/10/23
Medical	17:07:36 08/10/23
Traffic Stop	13:49:31 08/10/23
Welfare Check	12:47:10 08/10/23
Ord Viol EPD	12:04:00 08/10/23
Animal Cmplnt	10:56:00 08/10/23
Unwanted Subj	01:49:09 08/10/23
Suspicious Veh	01:31:10 08/10/23
Suspicious Veh	22:35:43 08/09/23
Indecent Exp	20:42:53 08/09/23
Open Door	20:12:47 08/09/23
Alarm Res	19:36:19 08/09/23
Traffic Stop	19:22:46 08/09/23
Suspicious	18:57:36 08/09/23
Agency Assist	17:59:06 08/09/23
911 AHM	17:58:06 08/09/23
Traffic Stop	16:33:55 08/09/23
Alarm Fire	15:31:27 08/09/23
Parking Problem	14:57:17 08/09/23
Found Property	14:40:40 08/09/23
Civil Compl	13:56:15 08/09/23
Welfare Check	13:02:48 08/09/23
911 AHM	10:09:11 08/09/23
Ord Viol EPD	09:15:11 08/09/23
Ord Viol EPD	09:01:47 08/09/23
Extra Patrol	04:15:44 08/09/23
Curfew	00:06:04 08/09/23
Traffic Stop	23:34:54 08/08/23
Traffic Stop	23:24:28 08/08/23
Traffic Stop	21:34:32 08/08/23
Public Assist	20:34:02 08/08/23
Disturb Peace	19:54:56 08/08/23
Information	18:08:11 08/08/23
Information	18:02:41 08/08/23
ABANDONED VEH	16:21:27 08/08/23
Animal Cmplnt	16:10:10 08/08/23



Information	15:55:27 08/08/23
Lost Property	15:31:44 08/08/23
Forgery	14:24:05 08/08/23
Agency Assist	13:49:35 08/08/23
Fraud	13:37:55 08/08/23
Theft	12:38:09 08/08/23
Threats	10:10:53 08/08/23
Theft	09:15:06 08/08/23
Traffic Stop	09:05:46 08/08/23
Traffic Stop	20:34:13 08/07/23
Traffic Stop	15:52:59 08/07/23
Ord Viol EPD	13:43:12 08/07/23
Harassment	12:53:25 08/07/23
Ord Viol EPD	08:23:25 08/07/23
Traffic Stop	02:53:20 08/07/23
Traffic Stop	01:03:53 08/07/23
Traffic Stop	00:35:49 08/07/23
Traffic Stop	23:51:34 08/06/23
Traffic Stop	23:39:27 08/06/23
Traffic Stop	23:01:40 08/06/23
Suspicious	22:15:16 08/06/23
Traffic Compl	20:40:02 08/06/23
Warrant Arrest	18:23:05 08/06/23
Traffic Stop	17:48:06 08/06/23
Welfare Check	17:24:01 08/06/23
Traffic Stop	17:00:58 08/06/23
911 AHM	15:12:12 08/06/23
Property Damage	10:49:46 08/06/23
Disorderly	09:53:14 08/06/23
Medical	07:28:15 08/06/23
Intoxication	02:00:17 08/06/23
Disturb Peace	01:10:10 08/06/23
Traffic Stop	00:45:46 08/06/23
Traffic Stop	00:24:24 08/06/23
Traffic Stop	23:53:42 08/05/23
Traffic Stop	23:29:57 08/05/23
Traffic Compl	23:28:45 08/05/23
Traffic Stop	23:19:38 08/05/23
Suspicious	22:45:07 08/05/23

Traffic Stop	22:30:20 08/05/23
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Traffic Stop	21:57:34 08/05/23
Traffic Stop	19:18:32 08/05/23
Traffic Stop	19:02:05 08/05/23
Traffic Stop	12:45:19 08/05/23
Traffic Stop	12:16:35 08/05/23
Traffic Stop	10:08:15 08/05/23
Disorderly	23:52:20 08/04/23
DUI	22:52:59 08/04/23
Traffic Stop	22:42:14 08/04/23
Traffic Stop	22:28:04 08/04/23
Traffic Stop	21:57:11 08/04/23
Traffic Stop	21:51:03 08/04/23
Traffic Stop	21:43:18 08/04/23
Traffic Compl	21:22:35 08/04/23
Stray Dog	21:04:37 08/04/23
Stray Dog	20:44:20 08/04/23
Traffic Stop	20:44:07 08/04/23
Traffic Stop	20:15:09 08/04/23
Traffic Stop	19:45:53 08/04/23
Traffic Stop	19:35:50 08/04/23
Traffic Stop	19:18:25 08/04/23
Traffic Stop	19:14:39 08/04/23
Traffic Stop	19:03:51 08/04/23
Traffic Stop	18:50:45 08/04/23
Traffic Stop	18:14:03 08/04/23
Stray Dog	15:25:52 08/04/23
Traffic Stop	11:31:43 08/04/23
Civil Compl	11:30:05 08/04/23
Wanted Person	11:20:23 08/04/23
Public Assist	09:32:37 08/04/23
Medical	07:19:48 08/04/23
Traffic Stop	06:20:16 08/04/23
Stalking	02:33:10 08/04/23
911 AHM	17:43:37 08/03/23
Stray Dog	17:10:41 08/03/23
911 AHM	16:23:08 08/03/23
Unlawful Entry	15:51:24 08/03/23

Suspicious Veh	14:51:02 08/03/23
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Civil Compl	13:26:58 08/03/23
Ord Viol EPD	10:01:10 08/03/23
Curfew	02:34:18 08/03/23
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Accident PI	21:13:35 08/02/23
Disorderly	19:55:08 08/02/23
911 AHM	19:44:53 08/02/23
911 AHM	19:15:04 08/02/23
Alarm Medical	16:10:57 08/02/23
Animal Cruelty	14:46:46 08/02/23
Fraud	13:16:25 08/02/23
Information	10:29:23 08/02/23
Medical	04:28:46 08/02/23
Stalking	23:29:44 08/01/23
Curfew	22:34:38 08/01/23
Disturb Peace	20:46:34 08/01/23
CPO NCO Viol	18:08:29 08/01/23
Ord Viol EPD	16:21:48 08/01/23
Ord Viol EPD	15:36:16 08/01/23
Medical	14:54:27 08/01/23
Ord Viol EPD	14:10:02 08/01/23
Agency Assist	13:23:49 08/01/23
Suspicious Veh	13:03:27 08/01/23
Agency Assist	11:44:37 08/01/23
Suspicious	08:49:41 08/01/23
Ord Viol EPD	08:43:04 08/01/23
Medical	05:51:22 08/01/23



## City's Strategic Pillars

9/26/23

- Economically vibrant and health-conscious city.
- Legally compliant with all state and federal laws.
- Performing its constitutional mission (protecting people and property).
- With adequate infrastructure for growth

### PUBLIC WORKS GOALS

- Replace all water distribution lines less than 6" in diameter to meet minimum main line size requirement. 80%
- Design for well #6 at City Park. 90%
- Reduce I&I inside sewer collection lines to less than 50% of current rate per Sewer Capital Improvement Plan. 80%
- Implement Airport Pavement, and Master Capital Improvement Plan. 50%
- Replace Utilities at Wardwell Loop. 20%
- Create Cemetery Master Plan. 5% *on hold*

### EXPENDITURE REQUIRING AUTHORIZATION / PURPOSE OF EXPENDITURE

- 08/08/23 Metro-Quip Inc, PW20 - \$6,383.83
- 08/09/23 Sawtooth Land Surveying, FY22 City Monuments - \$13,777.50
- 07/29/23 Keller Associates, Wastewater Collection - \$13,075.00
- 07/29/23 Keller Associates, 2022 Water Master Plan - \$12,840.00
- 07/29/23 Midco Diving & Marine Services, PW20 - \$12,708.00
- 08/21/23 Sawtooth Land Surveying, E Locust TOPO - \$5,500.00
- 08/25/23 Black Canyon Excavation LLC, Youngstrom Eagle Project - \$5,500.00
- 09/06/23 Sawtooth Land Surveying, FY22 Emmett Monuments - \$14,457.50

### TRAINING

- 09/13/23 Neptune Training, No Cost, 3 Employees

### ACCOMPLISHMENTS SINCE LAST REPORT

1. Set all underground for Splash Pad.
2. Sprayed all city streets and ally ways for weeds.
3. All flows data for Keller Associates for wastewater and collection plan update has been completed.
4. Quail Run Lift Station contract on hold for development.
5. 12<sup>th</sup> St Lift Station contract to be approved.
6. Starting grant application for 12<sup>th</sup> St and Substation intersection.
7. Collars poured and mailbox set on Hawthorne project. All Complete!
8. Painted water reservoir at the E Locust Booster Station.
9. Adjusting all domestic water pumps and motors to get more efficiency in power consumption.
10. Clearing all storm drain systems in roadway.

### PLAN FOR NEXT 30 DAYS

1. CXT building is being built.
2. Splash pad construction has begun.
3. Started alley grading.
4. WWTP/Sewer and WTP/Water Master Plan Update continued.
5. 12th and Substation Intersection Review with Keller Associates continued
6. Continuing our efforts to mitigate I&I.
7. Sewer manhole - grout and/or replacement for those leaking water
8. Repair bad water valves and water valve boxes
9. Water valve exercise for all water distribution valves.
10. Upgrade fire hydrants older than 18 years.
11. Work with ITD to get access off Hwy 16 for development of commercial.

**City's Strategic Pillars**

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

**Systems Admin Goals (with percentage of completion to date)**

- Complete fiber optic network to inner city facilities. **88% Airport & Locust Booster will be last major sites to complete.** Airport city fiber will be complete in coming weeks to our hanger.
- Migrate all servers to cloud over the next 5 years. **35% SysAdmin, Library, Public Works converted to SharePoint cloud storage. Will get clerks converted after FTTH pilot project.**
- Complete Geographic Information System mapping of all city infrastructure assets (ongoing). **80% New fiber infrastructure on deck.**
- Convert city network from a bridged configuration to routed. **45% Initial plan and IP address scheme. Converted City Park, Highlands Booster, Fire Department, Industrial Park, Tin building, and Cemetery thus far.**
- ARPA Projects and Reporting completion. **40% Locust generator has been delivered. Concrete and building erection for Locust is complete.**

**Expenditures requiring authorization from higher and purpose of expenditure**

- None

**Training last 30 days**

**No less than Top Ten Accomplishments since last report**

1. Legal update training recording
2. Fidelity meeting for fiber costs
3. Easement meeting with a provider on Mill.
4. ARPA funds account balance
5. Generator service at water tower
6. Replace battery backup city hall
7. Email security filter updates
8. Halotron fire extinguishers at fiber huts
9. New ARPA funds terms review
10. Box orders for new subdivision fiber
11. Bibliotheca program issue
12. Review Pontem cemetery licensing
13. PDF forms modification
14. Support letter for fiber build to New Plymouth
15. HDMI cable installs on EOC TVs
16. AI camera install at city park

**Plan for next 30 days**

17. Fiber location climate sensors research	18. Emmett Fiber customer notification system
19. Firstnet change over, cradlepoints	20. Council chambers Zoom equipment repair
21. Splicing of Airport fiber and conduit installation	22. Cemetery lighting and camera expansion
23. GIS fiber mapping platform build (Docufiber)	24. Training on new water meter reading software
25. 911 updates for phone system extensions	26. Fire department new RMS system
27. Daggerfalls fiber joint trench map	28. Axon Interview room installation